

NEVADA COUNTY TRANSPORTATION COMMISSION

Minutes of Meeting
February 19, 2003

A meeting of the Nevada County Transportation Commission (NCTC) was held on Wednesday, February 19, 2003, scheduled for 7:00 p.m., in the Nevada City City Council Chambers, 317 Broad Street, Nevada City, California.

Members Present: Kerry Arnett, Ann Guerra, Chet Krage, Linda Stevens, Josh Susman, Peter Van Zant (alternate)

Members Absent: Drew Bedwell, Robin Sutherland

Staff Present: Dan Landon, Executive Director; Nancy Holman, Administrative Services Officer; Mike Woodman, Transportation Planner; Toni Perry, Administrative Assistant

Standing Orders: Chairman Susman convened the Nevada County Transportation Commission meeting at 7:02 p.m.

Pledge of Allegiance:

INFORMATIONAL ITEMS: For discussion and possible action.

1. Brunswick Corridor Study Workshop:

Executive Director Landon stated that approximately seventeen people signed in at the workshop held earlier from 5 to 7 p.m. A handout was distributed that provided an overview of the study recommendations and some of the parameters of the alternatives being considered. Mr. Landon noted that this workshop was to give the public an opportunity to submit their comments to assist the decision-makers. Staff will present the public's remarks and provide recommendations to the Commission and then forward them to the cities and county for their implementation.

2. Financial Reports:

No comments.

3. Correspondence:

J. Letter from John T. Doolittle, California House of Representatives, 4th District.

Executive Director Landon stated that Congressman Doolittle was soliciting projects from Nevada County in order to submit them for funds from the forthcoming Federal Reauthorization Transportation Enhancement Act. Mr. Landon stated he intends to submit two projects which are in the Commission's adopted Regional Transportation Improvement Program (RTIP). The first one is for the widening of SR 49, which is not fully funded; and the second is for the widening of the SR 89 "Mousehole", which is only funded for project development. He also noted that in the draft western Transit Development Plan there was a discussion to seek federal monies to do a transit center and transfer point. Mr. Derrick will be submitting this information for these two projects.

Referring to correspondence items H & I, letters from the City of Grass Valley and NCTC regarding a future connection at Highway 49 and Crestview Drive, Commissioner Van Zant stated that two potential developments, one at the Bear River Mill site, and the other at North Star, could require an interchange or signalization at Crestview Drive. He noted that TAC (Technical Advisory Committee) reviews these regional transportation issues, and hoped that the developers would work with Caltrans through the TAC, since they are the experts. It was his opinion that TAC is the organization where these preliminary discussions should take place first. Commissioner Stevens expressed her appreciation to Mr. Landon for getting involved and taking the lead role in this matter.

4. Executive Director's Report:

4.1 Status Of Dorsey Drive Interchange

Executive Director Landon stated that Caltrans had received the traffic model information and were moving forward on the development of the Dorsey Drive Interchange project.

4.2 Western Nevada County Joint Powers Agreement For Transit Services

Executive Director Landon stated that on January 23rd, representatives from the two cities and the County held an initial meeting to discuss the need for changes to the Joint Powers Agreement (JPA). He noted that the next meeting is scheduled for February 20th at the Nevada County's North Star Conference Room.

4.3 Gateway Monument

Executive Director Landon stated that staff met with the Ad Hoc Gateway Planning Committee on February 7th. A presentation will be made to the Board of Supervisors to explain the role the County will have in this project. The monument will be a County asset and therefore it will be responsible for its maintenance. The committee plans to contact community designers for their input on the design of the monument and will provide them information from previous state fair exhibits that the County had done to assist them in generating design concepts. By May the committee should have some designs and cost estimates so they can go into action and do the necessary fund raising. Mr. Landon stated that the designs will need to be submitted to Caltrans in time for them to coordinate the project with their construction of the widening of Highway 49.

Commissioner Krage, an attendee at the meeting, stated it was his understanding that the South Nevada County Chamber of Commerce will take the lead role in fund raising. Commissioner Arnett stated that he noticed no one from the Nevada City Chamber of Commerce had attended and questioned why. Mr. Landon responded this was an oversight on his part and he would invite the Nevada City Chamber of Commerce to participate on the ad hoc committee.

4.4 Status Of The Project Approval/Environmental Documentation Studies For Widening The SR 89 "Mousehole"

Executive Director Landon stated that documentation had been submitted to Caltrans to transfer lead agency status for the project to the Town of Truckee. Caltrans staff is getting the information coordinated through the California Transportation Commission (CTC) for their April agenda.

Chairman Susman questioned if the Commission needed to be more proactively involved with regard to the CTC's freeze on all allocations. Mr. Landon responded that the freeze came as a result of the budget crisis. The general consensus is that at the April CTC meeting the freeze will be lifted, but if it is not, if the CTC denies this allocation, the CTC will have to make some adjustment in order to move the project into the coming year. The CTC staff has expressed an understanding of the need to adjust the State Transportation Improvement Program (STIP) schedule in that event.

5. Caltrans District 3 - Project Status Report: Tom Brannon, Caltrans Project Manager, reviewed his written report on the status of projects in Nevada County. He noted that Marlene Gibb, the Project Engineer for the widening of SR 20 and the Dorsey Drive project has taken a one-year leave of absence and Juan Juaregui is now the design team Project Engineer. The following is a synopsis of the discussions that occurred regarding some of the projects:

- Dorsey Drive Interchange: Mr. Brannon confirmed Caltrans receipt of traffic model information from NCTC staff and PRISM Engineering and stated that staff from the Caltrans Traffic Forecast Department was analyzing the data. Mr. Brannon will hold a meeting between the Caltrans Environmental Department and the Traffic Forecast Department to ensure transfer of information from traffic forecasting is done quickly.
- SR 49 from Wolf/Combie to Grass Valley: Mr. Brannon stated he was preparing a presentation for the commissioners regarding this project for the March NCTC meeting. He noted that changes to the preliminary maps have been made as a result of changes the County submitted with regard to frontage roads on Highway 49.

Truckee Bypass Mitigation Planting: Mr. Brannon reported since there is no funding available until the 2003/04 fiscal year, a new schedule has been developed for this project. The award of contract will be in the fall of 2003, and planting will be done in spring of 2004.

Mr. Brannon stated there were two items of information he wanted to share with the Commission. One is that his Assistant Project Manager, Gerald Crocker, has transferred to another district. Caltrans will try to backfill this position; however, it may not happen. Secondly, Mr. Brannon said he is developing a "Project Management Plan" for all of the major jobs he is responsible for and that the plan has four major elements. The first element is the Project Charter which he sees as a contract between the Commission as the client, and Caltrans; it will lay out the expectations and responsibilities between the two of them. The second is the Work Plan which Mr. Brannon is currently doing showing the dates, goals, and tasks of the various jobs. The third element, a Communication Plan, is to explain how communication will be accomplished over project issues. And the last element is a Risk Management Plan. A Risk Management Plan identifies the potential risks and assumptions that both entities go into the project with and what will be done to address problems that occur.

Mr. Brannon said that this idea of a Project Management Plan originated from the Caltrans Project Management Division and is a new concept for Caltrans to try. Too many project managers have taken on projects that don't have all the information written out and each project manager has different ways of taking notes, some organized, and some not.

Commissioner Krage stated that he feels this plan will enhance the cooperation between the Commission and Caltrans. Commissioner Van Zant stated he really liked the idea. He suggested a change in the title of the fourth element. The County interprets the term "Risk Management" as

meaning the County is being sued. He suggested using the title, "Opportunities Risk Management" or "Contingency Management".

CONSENT ITEMS:

6. NCTC Minutes: January 15, 2003. *Approved.*
7. 2001/02 Fiscal and Compliance Audits: *Approved.*
8. 2002/03 FY State Transit Assistance Apportionments. *Adopted STA Apportionment Table.*
9. Certificates of Appreciation. *Approved.*

A motion was made by Commissioner Stevens to approve the consent items and was seconded by Commissioner Krage. The motion passed unanimously. Chairman Susman presented a certificate of appreciation to Ann Marie Robinson for her participation with the Brunswick Landscaping project. A certificate was presented to Commissioner Van Zant for his participation on the Commission.

ACTION ITEMS:

10. Revised Findings of Apportionment for 2002/03 FY and Preliminary Findings for 2003/04.

A motion was made by Commissioner Guerra to adopt Resolutions 03-03 and 03-04 . Commissioner Arnett seconded the motion. The motion passed unanimously.

11. Amendment II to the 2002/03 FY Overall Work Program.

Executive Director Landon reviewed the changes he proposed to the budget and requested approval of Resolution 03-05 and requested authorization to expend up to \$800 for a scanner and up to \$800 for three office chairs.

A motion was made by Commissioner Arnett to adopt Resolution 03-05 approving Amendment II to the OWP and to provide authorization for the requested expenditures. Commissioner Van Zant seconded the motion. The motion passed unanimously.

Commissioner Krage, referring to Work Element 3.1, Comprehensive Corridor Planning for SR 49, stated it was his understanding that this was a high priority project and that staff was waiting for data from Caltrans. Mr. Landon stated that rather than doing an independent review of the environmental constraints along the corridor, staff was expecting Caltrans to provide this information as part of the environmental work on the widening project of SR 49. It was his intent to go ahead and hire a consultant to review the corridor assets as far as aesthetics, and other visual items existing within the corridor, so that when the environmental work is completed by Caltrans, the corridor plan can then be completed. Mr. Landon clarified that this project was not being short-changed and that it would be fully funded when needed.

PUBLIC COMMENT:

No comments were made.

COMMISSION ANNOUNCEMENTS:

No comments were made.

SCHEDULE FOR NEXT MEETING

Wednesday, March 19, 2003 at 8:30 a.m., at the Grass Valley City Council Chambers.

ADJOURNMENT OF MEETING

Meeting adjourned at 7:50 p.m.

Respectfully submitted: _____
Nancy D. Holman, Administrative Services Officer

Approved on: _____

By: _____
Joshua J. Susman, Chairman
Nevada County Transportation Commission